

WE CLAIM:

1. An assembly for precise affixation of index tabs to documents, said assembly comprising:

a releasably attachable alignment tool; and

indicia on said tool identifying multiple index tab alignment positions.

2. The assembly of claim 1, wherein said indicia include a numbering system, said numbering system being sequentially positioned on said alignment tool for application of a desired number of index tabs.

3. The assembly of claim 2, wherein said indicia include a plurality of vertical lines and a plurality of horizontal lines dimensioned to align the placement of the desired number of index tabs with an edge of a document.

4. The assembly of claim 3, wherein said numbering system includes a plurality of numerals, each numeral of the plurality of numerals being positioned at an end of one of the horizontal lines and staggered relative to other adjacent numerals denoting a positioning for a different number of index tabs.

5. The assembly of claim 1, wherein said tool further includes a backing material removably attached to a back side of the tool, the backing material being removable to expose an adhesive substance on said back side of said tool.

6. The assembly of claim 1, wherein said releasably attachable alignment tool includes a top portion folded at an upper end of the releasably attachable alignment tool, said top portion being folded over a document at a top edge of said document to releasably attach the releasably attachable alignment tool to the document.

7. The assembly of claim 1, wherein said tool is releasably attachable to a document to align index tabs along an edge of the document, the tool being positioned on the document at a distance from said edge to allow placement on an index tab between said tool and said edge.

8. The assembly of claim 7, wherein the document is a divider.

9. The assembly of claim 8, wherein the divider is capable of passing through a printer for printing directly on the divider.

10. The assembly of claim 7, wherein the document is an index card.

11. The assembly of claim 7, further comprising an adhesive on a side of said releasable attachable alignment tool, the adhesive allowing said tool to adhere to said document.

12. The assembly of claim 7, wherein an index tab is placed on said document by aligning an edge of the index tab with the indicia on said alignment tool.

13. The assembly of claim 12, further comprising an adhesive disposed on a side of said index tab, the adhesive allowing the index tab to adhere to a document.

14. The assembly of claim 1, further comprising a plurality of index tabs and a plurality of releasably attachable alignment tools, the plurality of tools being applied to a set of dividers to apply said plurality of index tabs to said set of dividers.

15. The assembly of claim 14, further comprising a package configured to hold the plurality of index tabs and the set of dividers, each divider having an alignment tool releasably attached thereto.

16. The assembly of claim 14, further comprising a package configured to hold the plurality of index tabs.

17. The assembly of claim 1, further comprising a package configured to hold a plurality of releasably attachable alignment tools, each of said tools being stacked together and having said indicia printed thereon.

18. The assembly of claim 1, wherein said alignment tool includes color coded sections to provide customized application of a desired number of index tabs.

19. The assembly of claim 1, wherein said alignment tool is an opaque or translucent paper material.

20. The assembly of claim 1, wherein said alignment tool is an opaque plastic material.

21. The assembly of claim 1, wherein said alignment tool is a clear or translucent plastic material.

22. The assembly of claim 1, further comprising a color coding scheme on the releasably attachable alignment tool, the tool being color coded by the color coding scheme to correspond to a different placement for a desired number of index tabs.

23. The assembly of claim 1, wherein the releasably attachable alignment tool is 1 7/16 inches wide and has a length that is slightly shorter than the length of the indexing document to which the tool is releasably attached.

24. The assembly of claim 1, wherein said plurality of indicia is printed on said releasably attachable alignment tool using a printer.

25. The assembly of claim 24, wherein a plurality of releasably attachable alignment tools are positioned on a sheet, said plurality of indicia being printed on each tool on said sheet using said printer as desired by a user.

26. The assembly of claim 25, wherein said plurality of releasably attachable alignment tools are surrounded by a plurality of weakened lines for punching said plurality of releasably attachable alignment tools out from said sheet.

27. The assembly of claim 1, further comprising a device having an opening on at least one side allowing insertion of a document into said device, said releasably attachable alignment tool and indicia being printed on said device to align placement of at least one index tab.

28. The assembly of claim 1, further comprising a device having an opening on at least one side allowing insertion of a document into said device, said releasably attachable alignment tool and indicia being positioned on said device to align placement of at least one index tab.

29. The assembly of claim 1, further comprising a plurality of index tabs each including a tab portion and a pocket attached to a lower edge of the tab portion, the pocket including a top edge, a hinge portion and a pocket extension portion, wherein the pocket receives and is attached to a document, a top edge of the document aligned with the top edge of the pocket, and wherein said hinge portion and said pocket extension portion are operatively connected by said top edge.

30. The assembly of claim 29, wherein said pocket further comprises a first layer of adhesive on an inner surface of the pocket extension portion and a second layer of adhesive on an inner surface of the hinge portion, the second layer of adhesive protected by a releasable backing, the releasable backing extending downward below each index tab to facilitate removal.

31. The assembly of claim 30, wherein the releasable backing is folded to form an easily grippable tab.

32. The assembly of claim 1, further comprising a plurality of index tabs each including a tab portion having a first side and a second side, a hinge, and a tab extension, the hinge and the tab extension being separated from the tab portion by a stopper, the stopper formed along a lower edge of said tab portion.

33. The assembly of claim 32, wherein the stopper comprises a heat fuse, said heat fuse connecting inner surfaces of said first side and said second side of said tab portion, a first adhesive layer on an inside surface of said tab extension, and a releasable backing applied to said first adhesive layer, the releasable backing extending downward below said index tab to facilitate removal.

34. The assembly of claim 33, wherein said releasable backing is folded to form an easily grippable tab.

35. The assembly of claim 1, further comprising a plurality of index tabs positioned on an index tab-bearing sheet capable of being passed through a printer or copier, the index tab-bearing sheet having a plurality of tab areas defined thereon, each of said tab areas comprising:

a first layer of tab material;

a second layer of adhesive applied to a lower portion of said first layer of tab material;

a third layer of pocket material applied to said second layer of adhesive and having a pocket pre-fold aligned with an upper edge of said second layer of adhesive;

a lower fourth layer of adhesive applied to said third layer of pocket material below said pocket pre-fold line;

an upper fourth layer of adhesive applied to an upper edge portion of said third layer of pocket material; and

a releasable backing sheet applied to said fourth layer of adhesive;

whereby the index tab-bearing sheet can be passed through a printer or copier for a printing operation on the tab areas.

36. A customizable indexing system, comprising:

at least one releasably attachable alignment tool;

a plurality of indicia disposed on said at least one alignment tool; and

an indexing material, the at least one alignment tool being releasably attachable to said indexing material.

37. The indexing system of claim 36, wherein said tool includes a top portion folded at an upper end of the tool, said top portion being folded over said indexing at a top edge of said indexing material to releasably attach the tool to the indexing material.

38. The indexing system of claim 36, further comprising a plurality of index tabs, the at least one alignment tool being capable of releasably attaching to the indexing material to guide the placement of the plurality of index tabs on the indexing material.

39. The indexing system of claim 38, further comprising a packaging assembly configured to hold the plurality of index tabs.

40. The indexing system of claim 38, wherein said at least one tool is releasably attachable to the indexing material to align said index tabs along an edge of indexing material, the tool being positioned on the indexing material at a distance from said edge to allow placement of an index tab between said tool and said edge.

41. The indexing system of claim 38, wherein each said index tab is placed on said indexing material by aligning an edge of each index tab with the appropriate indicia on said alignment tool.

42. The indexing system of claim 38, further comprising an adhesive substance disposed on a side of each of said plurality of index tabs, the adhesive substance allowing the plurality of index tabs to adhere to the indexing material.

43. The indexing system of claim 38, further comprising a plurality of releasably attachable alignment tools, the plurality of releasably attachable alignment tools being applied to the indexing material to apply said plurality of index tabs to said indexing material.

44. The indexing system of claim 43, further comprising a packaging assembly configured to hold the indexing material, the plurality of index tabs, and the plurality of releasably attachable index tab alignment tools.

45. The assembly of claim 36, further comprising a package configured to hold a plurality of releasably attachable alignment tools, each of said tools being stacked together and having said indicia printed thereon.

46. The indexing system of claim 36, wherein the indexing material includes a set of dividers.

47. The indexing system of claim 36, wherein the indexing material includes at least one divider including a series of holes on a side thereof.

48. The indexing system of claim 47, wherein the at least one divider is capable of passing through a printer for printing directly on the divider.

49. The indexing system of claim 36, wherein the indexing material includes a set of index cards.

50. The indexing system of claim 36, wherein said plurality of indicia are dimensioned to identify multiple alignment positions for said plurality of index tabs.

51. The indexing system of claim 36, wherein said plurality of indicia include a numbering system, the numbering system allowing a plurality of desired number of index tabs to be placed on the indexing material.

52. The indexing system of claim 36, further comprising an adhesive on a back side of said at least one alignment tool, the adhesive allowing said tool to adhere to the indexing material.

53. The indexing system of claim 36, further comprising a color coding scheme on the releasably attachable alignment tool, the tool being color coded by the color coding scheme to correspond to a different placement for a desired number of index tabs.

54. The indexing system of claim 36, wherein the plurality of indicia is printed on the releasably attachable alignment tool using a printer.

55. The indexing system of claim 54, wherein a plurality of releasably attachable alignment tools are positioned on a sheet, the plurality of indicia being printed on each tool on the sheet using the printer as desired by a user.

56. The indexing system of claim 55, wherein the plurality of releasably attachable alignment tools are surrounded by a plurality of weakened lines for punching the plurality of releasably attachable alignment tools out from the sheet.

57. An index tab alignment system, comprising:

a set of releasably attachable index tab alignment tools;

a set of indexing documents including a first indexing document and at least one additional indexing document, each document having a releasably attachable index tab alignment tool from the set of releasably attachable alignment tools releasably attached thereto at a distance from an edge of each document;

a set of index tabs having at least one index tab for application to the set of indexing documents, each releasably attachable index tab alignment tool in the set of releasably attachable alignment tools having indicia thereon for guiding the placement of said at least one index tab; and

a package holding the set of indexing documents, the set of index tabs, and the set of releasably attachable index tab alignment tools.

58. The system of claim 57, wherein the set of releasably attachable alignment tools are stacked on top of each other within said package.

59. An index tab alignment system, comprising:

indexing material; and

a plurality of indicia disposed on a back side of the indexing material, the plurality of indicia being dimensioned to identify multiple index tab alignment positions.

60. The system of claim 59, wherein the indexing material is rolled over to align the plurality of indicia with an edge of a front side of said indexing material.

61. The system of claim 59, further comprising a printer for printing said plurality of indicia on said indexing material.

62. An assembly for precise affixation of index tabs to documents, said assembly comprising:

an alignment tool having indicia identifying multiple index tab alignment positions; and



a device having an opening on at least one side allowing insertion of indexing material into said device, said alignment tool being positioned on said device to align placement of at least one index tab.

63. The assembly of claim 62, wherein said alignment tool and indicia are printed on said device.

64. The assembly of claim 62, wherein said alignment tool is fixedly attached to said device.

65. An assembly for precise affixation of index tabs to documents, said assembly comprising:

a sheet having an alignment tool positioned thereon;

indicia on said tool identifying multiple index tab alignment positions; and

a computer program embodied on a computer-readable medium configured to print said indicia on said tool.

66. The assembly of claim 65, further comprising a package configured to hold the sheet, the computer-readable medium, an indexing material, and a plurality of index tabs for placement on said indexing material using said tool.

67. An assembly for precise affixation of index tabs to documents, said assembly comprising:

an indexing material; and

a printer for printing customized indicia on the indexing material, the customized indicia identifying multiple index tab alignment positions when printed on said indexing material to guide the alignment of index tabs on said indexing material.

68. The assembly of claim 67, wherein the indexing material is a sheet of paper.

69. The assembly of claim 67, wherein the indexing material is a divider.

70. The assembly of claim 69, wherein said printer is capable of printing additional indicia on the divider as desired by a user.

71. A packaging assembly for allowing precise affixation of index tabs to documents, said assembly comprising:

at least one releasably attachable alignment tool;

indicia on said at least one tool identifying multiple index tab alignment positions; and

a package holding the at least one releasably attachable alignment tool.

72. The assembly of claim 71, wherein the package holds indexing material on which index tabs are to be placed.

73. The assembly of claim 71, wherein the package holds a plurality of index tabs for placement on said indexing material.

74. The assembly of claim 71, further comprising a plurality of releasably attachable alignment tools, the tools being stacked together and included within the package.

75. The assembly of claim 71, further comprising an additional package holding a supplemental set of index tabs.

76. The assembly of claim 71, further comprising an additional package holding a supplemental set of releasably attachable alignment tools.

77. The assembly of claim 71, further comprising an additional package holding a supplemental indexing material.

78. An assembly for affixation of index tabs to documents, said assembly comprising:

at least one alignment tool formed on a sheet, the at least one alignment tool being removable from the sheet to be releasably attachable to a document, wherein the at least one alignment tool is removable from the sheet along separation indicators; and

indicia on the at least one alignment tool identifying index tab alignment positions.

79. The assembly of claim 78, wherein the at least one alignment is one of a plurality of alignment tools positioned on the sheet.

80. The assembly of claim 78, wherein the document is one of a set of indexing documents.

81. The assembly of claim 78, wherein the indicia includes a numbering system, the numbering system sequentially positioned on the alignment tools for application of a desired number of index tabs.

82. The assembly of claim 79, wherein the indicia includes a plurality of vertical lines and a plurality of horizontal lines dimensioned to align the placement of the desired number of index tabs with an edge of the document.

83. The assembly of claim 80, wherein the plurality of alignment tools includes a first alignment tool and a second alignment tool, the indicia on each of the first and second alignment tools configured for identifying index tab alignment positions on documents of different dimensions.

84. The assembly of claim 78, further comprising a set of instructions positioned on the sheet.

85. The assembly of claim 84, wherein the instructions are printed on the sheet.

86. The assembly of claim 78, wherein the plurality of alignment tools each include a foldable top portion at an upper end of the alignment tool, the foldable top portion for folding over the document at a top edge of the document to releasably attach the alignment tool to the document.

87. The assembly of claim 78, wherein an alignment tool is releasably attachable to the document to align an index tab along an edge of the document, the tool being positioned on the document at a distance from the edge to allow placement of an index tab between the alignment tool and the edge.

88. The assembly of claim 87, wherein the document is a divider.

89. The assembly of claim 88, wherein the divider is capable of passing through a printer for printing directly on the divider.

90. The assembly of claim 87, wherein the document is an index card.

91. The assembly of claim 78, further comprising a plurality of index tabs, and the plurality of alignment tools being positionable on the set of documents to apply the plurality of index tabs to the set of documents.

92. The assembly of claim 91, further comprising a package configured to hold the at least one alignment tool positioned on the sheet, a plurality of index tabs, and a set of indexing documents on which the plurality of index tabs will be placed using the plurality of alignment tools.

93. A packaging assembly comprising:

a set of indexing documents;

at least one alignment tool positioned on a sheet, the at least one alignment tool removable from the sheet along separation lines and releasably positionable on the set of indexing documents; and;

a set of index tabs for application to the set of indexing documents, the at least one alignment tool having indicia thereon for guiding the placement of at least one index tab in the set of index tabs; and

a package holding the set of indexing documents, the set of index tabs, and the sheet having the at least one alignment tool positioned thereon.

94. The assembly of claim 93, wherein the at least one alignment tool is one of a set of alignment tools positioned on the sheet.

95. The assembly of claim 94, wherein the indicia includes a numbering system, the numbering system sequentially positioned on each alignment tool in the set of alignment tools for application of a desired number of index tabs in the set of index tabs.

96. The assembly of claim 94, wherein the indicia includes a plurality of vertical lines and a plurality of horizontal lines dimensioned to align the placement of the desired number of index tabs with an edge of a document.

97. The assembly of claim 96, wherein the set of alignment tools includes a first alignment tool and a second alignment tool, the indicia on each of the first and second alignment tools configured for the placement of index tabs on documents of different dimensions in the set of documents.

98. The assembly of claim 93, further comprising a set of instructions positioned on the sheet.

99. The assembly of claim 98, wherein the set of instructions is printed on the sheet.

100. The assembly of claim 93, wherein each alignment tool in the set of alignment tools includes a foldable top portion at an upper end of the alignment tool, the foldable top portion for folding over a document in the set of indexing documents at a top edge of the document to releasably attach the alignment tool to the document.

101. The assembly of claim 93, wherein each alignment tool in the set of alignment tools is releasably attachable to an indexing document in the set of documents to align index tabs along edges of the indexing document, wherein the alignment tools are positioned on the indexing document at a distance from the edges to allow placement of index tabs between the alignment tool and the edge.

102. The assembly of claim 101, wherein the set of documents includes dividers.

103. The assembly of claim 102, wherein the dividers are capable of passing through a printer for printing directly on the dividers.

104. The assembly of claim 101, wherein the set of documents includes index cards.

105. The assembly of claim 93, wherein each index tab in the set of index tabs includes a tab portion and a pocket attached to a lower edge of the tab portion, the pocket including a top edge, a hinge portion and a pocket extension portion, wherein the pocket receives and is attached to an indexing document in the set of indexing documents, a top edge of the indexing document aligned with the top edge of the pocket, and wherein said hinge portion and said pocket extension portion are operatively connected by said top edge.

106. The assembly of claim 105, wherein said pocket further comprises a first layer of adhesive on an inner surface of the pocket extension portion and a second layer of adhesive on an inner surface of the hinge portion, the second layer of adhesive protected by a releasable backing, the releasable backing extending downward below each index tab to facilitate removal.

107. The assembly of claim 106, wherein the releasable backing is folded to form an easily grippable tab.

108. The assembly of claim 93, wherein each index tab in the set of index tabs includes a tab portion having a first side and a second side, a hinge, and a tab extension, the hinge and the tab extension being separated from the tab portion by a stopper, the stopper formed along a lower edge of said tab portion.

109. The assembly of claim 108, wherein the stopper comprises a heat fuse, said heat fuse connecting inner surfaces of said first side and said second side of said tab portion, a first adhesive layer on an inside surface of said tab extension, and a

releasable backing applied to said first adhesive layer, the releasable backing extending downward below said index tab to facilitate removal.

110. The assembly of claim 109, wherein the releasable backing is folded to form an easily grippable tab.

111. The assembly of claim 93, wherein the set of index tabs is disposed on an index tab-bearing sheet capable of being passed through a printer or copier, the index tab-bearing sheet having a plurality of tab areas defined thereon, each of said tab areas comprising:

a first layer of tab material;

a second layer of adhesive applied to a lower portion of said first layer of tab material;

a third layer of pocket material applied to said second layer of adhesive and having a pocket pre-fold aligned with an upper edge of said second layer of adhesive;

a lower fourth layer of adhesive applied to said third layer of pocket material below said pocket pre-fold line;

an upper fourth layer of adhesive applied to an upper edge portion of said third layer of pocket material; and

a releasable backing sheet applied to said fourth layer of adhesive;

whereby the index tab-bearing sheet can be passed through a printer or copier for a printing operation on the tab areas.

112. A method of applying index tabs to documents, comprising:

providing a plurality of alignment tools on a sheet, a plurality of indicia printed on each of the alignment tools, a plurality of index tabs, and a set of indexing documents;

separating at least one of the plurality of alignment tools from the sheet;

positioning the at least one removed alignment tool from the sheet on a document in the set of indexing documents;

aligning at least one of the plurality of index tabs along an edge of the document, the plurality of indicia guiding the placement of the at least one index tab on the document; and

removing the at least one alignment tool from the document.

113. The method of claim 112, further comprising providing separation indicators on the sheet, the plurality of alignment tools being removable from sheet along the separation lines and releasably positionable on documents in the set of indexing documents.

114. The method of claim 112, wherein the indicia includes a numbering system, the numbering system sequentially positioned on the alignment tools for application of a desired number of index tabs.

115. The method of claim 114, wherein the indicia includes a plurality of vertical lines and a plurality of horizontal lines dimensioned to align the placement of the desired number of index tabs with an edge of a document.

116. The method of claim 115, wherein the plurality of alignment tools includes a first alignment tool and a second alignment tool, the indicia on each of first and second alignment tools configured for identifying index tab alignment positions on documents of different dimensions.

117. The method of claim 112, further comprising a set of instructions positioned on the sheet.

118. The method of claim 117, wherein the set of instructions is printed on the sheet.

119. The method of claim 112, wherein the plurality of alignment tools each include a foldable top portion at an upper end of the alignment tool, the foldable top



portion for folding over a document at a top edge of the document to releasably attach the alignment tool to the document.

120. The method of claim 112, wherein the set of indexing documents includes dividers.

121. The method of claim 120, wherein the dividers are capable of passing through a printer for printing directly on the dividers.

122. The method of claim 112, wherein the set of documents includes index cards.

123. The method of claim 112, further comprising packaging the plurality of alignment tools, the plurality of index tabs, and the set of indexing documents in a package.

124. A method of applying index tabs to indexing material, comprising:

providing an indexing document, a releasably attachable alignment tool attached to said indexing document, and an index tab;

aligning the index tab along an edge of said indexing document, the tool including a plurality of indicia printed thereon for guiding the placement of the index tab; and

removing the releasably attachable alignment tool from the indexing document.

125. The method of claim 124, further comprising applying at least one additional releasably attachable alignment tool to at least one additional indexing document.

126. The method of claim 125, further comprising removing the at least one additional releasably attachable alignment tool from the at least one additional indexing document.

127. The method of claim 125, further comprising aligning at least one additional index tab along an edge of the at least one additional indexing document, the

plurality of indicia guiding the placement of the at least one additional index tab on the at least one additional indexing document.

128. The method of claim 127, further comprising packaging the indexing document and at least one additional indexing document, the index tab and at least one additional index tab, and the releasably attachable alignment tool and at least one additional releasably attachable index tab alignment tool in a package.

129. The method of claim 125, wherein each of said releasably attachable alignment tools and at least one additional releasably attachable alignment tool are positioned on an indexing document to align at least one additional index tab along an edge of the indexing document, each tool being positioned on the indexing document at a distance from said edge to allow placement of an index tab between said tool and said edge.

130. The method of claim 125, wherein the indexing document and the at least one additional indexing document comprise a set of dividers.

131. The method of claim 130, wherein the indexing document and the at least one additional indexing document comprise a set of index cards.

132. The method of claim 125, further comprising color coding each of said releasably attachable alignment tool and at least one additional releasably attachable alignment tool, each tool being color coded to correspond to a different placement for a desired number of index tabs.

133. The method of claim 124, further comprising printing said plurality of indicia on said releasably attachable alignment tool using a printer.

134. The method of claim 124, further comprising providing a device having an opening on at least one side, said alignment tool being releasably attached to a side of said device.

135. The method of claim 124, providing a device having an opening on at least one side, said releasably attachable alignment tool including a top portion folded at an

upper end of the releasably attachable alignment tool, said top portion being folded over said device at a top edge of said device to releasably attach the releasably attachable alignment tool to the device.

136. The method of claim 124, further comprising providing a sheet having a plurality of releasably alignment tools positioned thereon, said plurality of releasably attachable alignment tools being printable on said sheet by a printer.

137. The method of claim 124, further comprising providing a sheet having a plurality of releasably alignment tools positioned thereon, said plurality of releasably attachable alignment tools being surrounded by a plurality of weakened lines for punching said plurality of releasably attachable alignment tools out from said sheet.

138. The method of claim 124, wherein said tool includes a top portion folded at an upper end of the tool, said top portion being folded over said document at a top edge of said document to releasably attach the tool to the document.

139. The method of claim 124, further comprising downloading a computer program from a network, the program being configured to print said indicia on said releasably attachable alignment tool.

140. A method of affixation of index tabs to documents, said method comprising:

providing a releasably attachable alignment tool having indicia thereon identifying multiple index tab alignment positions, the alignment tool being releasably attachable to a first indexing document;

applying a first index tab to the first indexing document, the alignment tool guiding the placement of said index tab along said edge of said first indexing document;  
and

removing the releasably attachable alignment tool from said first document.

141. The method of claim 140, further comprising removing a backing material from said releasably attachable alignment tool and applying said tool to said indexing document.

142. The method of claim 140, further comprising applying a plurality of releasably attachable alignment tools to a plurality of indexing documents, the indexing documents being a set of dividers, each tool being releasably attachable to one divider.

143. The method of claim 140, further comprising applying a plurality of releasably attachable alignment tools to a plurality of indexing documents, the indexing documents being a set of index cards, each tool being releasably attachable to one of the index cards of the set.

144. The method of claim 140, further comprising aligning a plurality of index tabs along edges of the plurality of indexing documents, each indexing document having at least one index tab aligned along an edge, the plurality of indicia guiding the placement of the index tabs on the indexing documents.

145. The method of claim 144, further comprising packaging the plurality of indexing documents, the plurality of index tabs, and the plurality of releasably attachable index tab alignment tools in a package.

146. The method of claim 140, further comprising providing a plurality of index tabs each including a tab portion and a pocket attached to a lower edge of the tab portion, the pocket including a top edge, a hinge portion and a pocket extension portion, wherein the pocket receives and is attached to an indexing document, a top edge of the indexing document aligned with the top edge of the pocket, and wherein said hinge portion and said pocket extension portion are operatively connected by said top edge.

147. The method of claim 146, wherein said pocket further comprises a first layer of adhesive on an inner surface of the pocket extension portion and a second layer of adhesive on an inner surface of the hinge portion, the second layer of adhesive protected by a releasable backing, the releasable backing extending downward below each index tab to facilitate removal.

148. The method of claim 147, wherein the releasable backing is folded to form an easily grippable tab.

149. The method of claim 140, further comprising providing a plurality of index tabs each including a tab portion having a first side and a second side, a hinge, and a tab extension, the hinge and the tab extension being separated from the tab portion by a stopper, the stopper formed along a lower edge of said tab portion.

150. The method of claim 149, wherein the stopper comprises a heat fuse, said heat fuse connecting inner surfaces of said first side and said second side of said tab portion, a first adhesive layer on an inside surface of said tab extension, and a releasable backing applied to said first adhesive layer, the releasable backing extending downward below said index tab to facilitate removal.

151. The method of claim 150, wherein said releasable backing is folded to form an easily grippable tab.

152. The method of claim 140, further comprising providing a plurality of index tabs positioned on an index tab-bearing sheet capable of being passed through a printer or copier, the index tab-bearing sheet having a plurality of tab areas defined thereon, each of said tab areas comprising:

a first layer of tab material;

a second layer of adhesive applied to a lower portion of said first layer of tab material;

a third layer of pocket material applied to said second layer of adhesive and having a pocket pre-fold aligned with an upper edge of said second layer of adhesive;

a lower fourth layer of adhesive applied to said third layer of pocket material below said pocket pre-fold line;

an upper fourth layer of adhesive applied to an upper edge portion of said third layer of pocket material; and

a releasable backing sheet applied to said fourth layer of adhesive,

whereby said index tab-bearing sheet can be passed through a printer or copier for a printing operation on the tab areas.

153. The method of claim 144, wherein the releasably attachable alignment tool is releasably attachable to each indexing document along an edge of each indexing document, each tool being positioned on each indexing document at a distance from said edge to allow placement of an index tab between said tool and said edge.

154. The method of claim 153, further comprising color coding each of said releasably attachable alignment tools, each tool being color coded to correspond to a different placement for a desired number of index tabs.

155. The method of claim 140, further comprising printing said plurality of indicia on said releasably attachable alignment tool using a printer.

156. The method of claim 140, further comprising providing a device having an opening on at least one side, said alignment tool being releasably attached to a side of said device.

157. The method of claim 140, providing a device having an opening on at least one side, said releasably attachable alignment tool including a top portion folded at an upper end of the releasably attachable alignment tool, said top portion being folded over said device at a top edge of said device to releasably attach the releasably attachable alignment tool to the device.

158. The method of claim 140, further comprising providing a sheet having a plurality of releasably alignment tools positioned thereon, said plurality of releasably attachable alignment tools being printable on said sheet by a printer.

159. The method of claim 140, further comprising providing a sheet having a plurality of releasably alignment tools positioned thereon, said plurality of releasably attachable alignment tools being surrounded by a plurality of weakened lines for punching said plurality of releasably attachable alignment tools out from said sheet.

160. The method of claim 140, wherein said tool includes a top portion folded at an upper end of the tool, said top portion being folded over said document at a top edge of said document to releasably attach the tool to the document.

161. The method of claim 140, further comprising downloading a computer program from a network, the program being configured to print said indicia on said releasably attachable alignment tool.

162. The method of claim 140, further comprising printing said indicia on said releasably attachable alignment tool.